FORM #1239
PM USA REV. 1/76

PHILIP MORRIS U.S.A.

SALES PERSONNEL EXPENSE VOUCHER

DRAFT NO. ← FILL IN

DO NOT WRITE HERE →

GROUP | SALESMAN'S NUMBER

WEEK ENDING (SATURDAY) 197

SALESMAN'S NAME (PRINT)

HEADQUARTERS (CITY-STATE) | TERRITORY CODE | REGION NO. | SECTION NO.

	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	TOTAL	ACCT. CODE
Hours Worked									FOR OFFICE USE ONLY
Explanation *(Time Not Worked)*									
Town and State Where Expenses Were Incurred									
PERSONAL AND OTHER EXPENSES: Room									
Meals									
Telephone, Postage									
Transportation Paid by You *(other than company car)*									
Car Rentals									
Personal Smokes									
Supplies — Office, Etc.									
INCENTIVE PROMOTIONS: B & H 100'S BOX ACTIVITY:									
30 PACK SET/SELL		Maximum $1 per outlet for 2 week period							
18 PACK SET/SELL		$1 per display - Maximum $5 per outlet							070
SAMPLES: Switch Sampling									
Samples — Other *(Specify)*									
TOTAL GRATIS									
INCENTIVE PROMOTIONS: MARLBORO A-1		$12.50 display allowance per outlet							
20 PACK SET/SELL		$1 display allowance per outlet							

Report As Usual

MERCHANDISING PROGRAM EXPENSE — PERFORMANCE REPORT TOTAL (FORM #1762 ATTACHED) 160-190-00

AIR TRAVEL CARD CHARGES

TRIP DATE	TICKET NO.	ORIGIN	DESTINATION	AMOUNT
				$

TOTAL EXPENSES ABOVE

AUTO EXPENSE *(From Auto Expense Statement)*

TOTAL EXPENSE

COMMENTS:

SIGNATURE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

AUTOMOBILE EXPENSE STATEMENT

SALESMAN'S NAME (PRINT) | YEAR & MAKE OF CAR

CAR NUMBER | WEEK ENDING | TERRITORY CODE | CAR ASSIGNED PERM. ☐ TEMP. ☐

DAY	Daily Business Miles	Gasoline: Gals.	Gasoline: Cost	Oil & oil changes: Qts.	Oil & oil changes: Cost	Maint. & Repairs	Tires & Tire Repairs	Parking & Storage	Washing & Cleaning	Tolls	License & Taxes	Accident Repairs	Misc.	TOTAL
SUN.			$		$	$	$	$	$	$	$	$	$	
MON.														
TUES.														
WED.														
THURS.														
FRI.														
SAT.														
TOTAL			$		$	$	$	$	$	$	$	$	$	$

Report As Usual

ODO-METER READING THIS PERIOD	1—END		MILES DRIVEN THIS PERIOD	3—TOTAL *(1 less 2)*		LESS CHARGE FOR: _____ Personal Miles @ 8¢ Mile	$
	2—BEGINNING			PERSONAL	BUSINESS	NET COMPANY AUTOMOBILE EXPENSE *(Transfer above)*	$

TRIPLICATE — RETAINED

10050101827

Source: https://www.industrydocuments.ucsf.edu/docs/tkwm0000